



**CLEARANCE LETTERS:** A clearance letter provides a list of a subject's criminal convictions. One prepared by the King County Sheriff's Office covers convictions that stem from arrests made in unincorporated King County or any of the smaller cities that contract with Sheriff's Office for police service. If you are seeking a state-wide clearance letter, you must contact the Washington State Patrol ID Section in Olympia. If you are seeking a clearance letter from a city that does not contract with KCSO for police services (major cities in King County), you will need to contact them for a clearance letter.

**IF you would like a clearance letter from the King County Sheriff's Office, please answer the questions listed below.**

- What is your complete name, including middle name?
- Have you used other surnames (eg, adopted name, maiden name other married names)? Please list them.
- What is your date of birth?
- Where were you born (city and state if within the US; city and country for foreign addresses)?
- Do you have any distinguishing marks (e.g. scars, tattoos, piercings, birthmarks)? Describe them and where they are located.
- What is your current address?
- What was your last King County address?
- If applicable, what was your King County address previous to the one listed above.
- What are you using for ID? Please bring it in or attach a copy to your mailed request. (Preferred ID is a Washington State driver's license or ID card; other forms of ID may be acceptable.)

**Instructions for service by mail:**

Please enclose a self-addressed stamped envelope with sufficient postage to return your completed clearance letter to you.

Please enclose the appropriate fee (listed on web-site). Make sure that your payment method meets the requirements for checks and money orders listed on this web site.

Please mail your completed form to the address below:

King County Sheriff's Office, 516 Third Ave., Room W150, Seattle, WA 98104

Attn: Records Unit

Please allow 10 business days before checking on the status of your clearance letter.